

THE SENIOR COMPUTER LEARNING CENTER (SCLC)

COMPUTER COURSES PRIMARILY FOR STUDENTS OVER 50

Kingston Center of SUNY Ulster • 94 Mary's Ave. Kingston, NY 12401

www.kingstonclc.com • kingstonclc@gmail.com • visit our Facebook page: Senior Computer Learning Center

INTRODUCTION TO COMPUTERS

Get introduced to MS Windows 7 operating system, PC hardware components, file and folder management, Word processing application, basic Excel spreadsheets, construct Word tables and print envelopes and labels from an external data source. Prerequisite: Your First Computer Course (Basic Skills) 6 Weeks

F	8/31-10/5	9:30-11:30am	\$60
F	10/19-11/30	9:30-11:30am	\$60

EXCEL BASICS

Learn the types of spreadsheets and components and how to move around in the spreadsheet window. Work with budget, mileage, stock portfolio, and/or Medicare tracking. Prerequisite: Introduction to Computers. 4 Weeks

R	9/6-27	9:30-11:30am	\$50
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DIGITAL PHOTOGRAPHY

Learn how to use your camera's many settings to take better pictures, how to transfer those pictures into a computer and then experience some of the free tools available for editing, printing and managing your pictures. Prerequisite: Basic computer use or instructor approval. 4 Weeks

T	9/11-10/2	9:30-11:30am	\$50
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MICROSOFT WORD 2016

Word processing is a good starting place for you to learn what a computer can do for you. Use Microsoft Word to create and print letters, flyers, newsletters, reports, mailing labels and other documents. Enhance your documents by adding pictures, color, borders, or tables to them. Prerequisite: Introduction to Computers. 4 Weeks

W	9/12-10/3	9-11:30am	\$50
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YOUR FIRST COMPUTER COURSE (BASIC SKILLS)

Are you afraid to touch a computer? This is the perfect course for those who have no computer experience. Learn how to use the mouse, become familiar with the keyboard and enter the Internet. Your computer phobias will be addressed during this course. This is a beginners' course. 4 Weeks

M	9/24-10/22	2-4pm	\$50
M	11/5-26	2-4pm	\$50

PICASA (IN DETAIL) COURSE

Use a free program (Picasa) to edit, enhance, e-mail and manage your digital photographs. Prerequisite: Basic computer use or instructor approval. 4 Weeks

T	10/16-11/6	9:30-11:30am	\$50
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ONE DAY WORKSHOPS

A basic knowledge of computers is required for all workshops.

SAVING & ORGANIZING FILES

R	9/13	9:30-11:30am	\$20
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SETTING UP & USING GMAIL

T	12/4	9:30-11:30am	\$20
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SETTING UP & USING GMAIL CONTACTS

T	12/11	9:30-11:30am	\$20
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SPREADSHEETS

F	9/14	9:30-11:30am	\$20
F	11/2	9:30-11:30am	\$20

INTRO TO OFFICE

W	10/17	9:30-11:30am	\$20
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INTRO TO iPad - LEVEL I

W	1/9	9am-noon	\$20
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iPAD ADVANCED - LEVEL II

W	1/16	9am-noon	\$20
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INTRO TO iPhone - LEVEL I

W	1/23	9am-noon	\$20
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ADVANCED iPhone - LEVEL II

W	1/30	9am-noon	\$20
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TABLES / CLIPART

F	9/21	9:30-11:30am	\$20
F	11/9	9:30-11:30am	\$20

MAIL MERGE

F	9/28	9:30-11:30am	\$20
F	11/16	9:30-11:30am	\$20

WINDOWS 10 - 1 & 2

T	9/4	9am-3pm	\$30
W	10/10	9am-3pm	\$30
W	11/7	9am-3pm	\$30
T	12/4	9am-3pm	\$30

WINDOWS 10-3

W	9/5	9am-3pm	\$30
R	10/11	9am-3pm	\$30
R	11/8	9am-3pm	\$30
W	12/5	9am-3pm	\$30

WINDOWS 10-4

R	9/6	9am-3pm	\$30
F	10/12	9am-3pm	\$30
F	11/9	9am-3pm	\$30
R	12/6	9am-3pm	\$30

WINDOWS TASK MANAGER

W	9/12	9am-3pm	\$30
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WINDOWS 10 ESSENTIALS

W	10/10	9am-3:30pm	\$30
W	12/5	9am-3:30pm	\$30

INTRO TO FACEBOOK

F	9/14	9am-3pm	\$30
M	10/15	9am-3pm	\$30
W	12/19	9am-3pm	\$30

FACEBOOK FOR BUSINESS

M	11/19	9am-3pm	\$30
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GOOGLE PHOTOS

R	9/27	9:30-11:30am	\$20
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WINDOWS 10 INTRO TO EDGE

T	9/25	9am-noon	\$20
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POWER POINT

W	10/10	2-4pm	\$20
W	11/7	2-4pm	\$20

WINDOWS 10 CLEANING COMPUTER

M	9/17	9am-noon	\$20
M	10/22	9am-noon	\$20
F	11/16	9am-noon	\$20
W	12/12	9am-noon	\$20

WINDOWS 10 PHOTO EDITOR

T	10/9	9:30-11:30am	\$20
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INTRO TO EXCEL 2016

T	12/18	9am-3pm	\$30
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WINDOWS 10 Q&A

R	9/20	9am-noon	N/C
T	11/13	9am-noon	N/C
R	12/13	9am-noon	N/C

FOR MORE INFORMATION OR TO REGISTER BY PHONE CALL 845-339-0046
OFFICE HOURS ARE TUESDAYS • WEDNESDAYS • THURSDAYS • 10am - 12 NOON • 1 - 3pm